

INSTRUCTION FOR COMPLETION OF THE BUSINESS RECORD TEMPLATE

Process Box	Fill in the policy or procedure document reference that generates the business record e.g. KDP-KSC-P-1872. Should a documented policy or procedure not exist, fill in N/A.
Business Record Title:	Fill in the name of the business record (and record the file number if applicable) e.g. performance appraisals, logs, minutes of meetings, test records, design review minutes, training records.
Responsibility for Completion	Fill in the function of the person responsible for generating the record e.g. Project Engineer; Supervisor, XYZ Division, Program Specialist, Secretary.
File Location	Fill in where the business record can be located e.g. room number and file cabinet, if numbered
Retention Period	Following NPG 1441.1, fill in the period of time which the record must be retained e.g. "Destroy 1 year after action is completed".
Archive Location	Following NPG 1441.1, fill in either building and room number; city, building and room number ; or N/A if the document is not required to be archived.
Archive Period	Following NPG 1441.1 fill in the length of time the record must be archived. Fill in N/A if the document is not required to be archived
Sheet Number	Fill in the number of each sheet in numerical order along with the total number of sheets

BUSINESS RECORD TEMPLATE

Sheet	of
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Process	Business Record Title	Responsible for Completion	File Location	Retention Period	Archive Location	Archive Period